

90-700 APPENDIX A. FORM 11-67

COUNTY OF SAN DIEGO

HEALTH AND HUMAN SERVICES AGENCY

GOOD CAUSE DETERMINATION WORKSHEET

CASE NAME: _____ CASE # _____ DATE(S) OF INCIDENT: _____

1. COMPONENT NOT COMPLETED:

<input type="checkbox"/> INCOMPLETE JOB SEARCH	<input type="checkbox"/> JOB CLUB	<input type="checkbox"/> JOB QUIT/FIRE
<input type="checkbox"/> NO JOB SEARCH	<input type="checkbox"/> WORK TEST/ORIENTATION	<input type="checkbox"/> STUDENT (ATTENDANCE)
<input type="checkbox"/> LATE JOB SEARCH	<input type="checkbox"/> REMAINDER WORK PROJECT	<input type="checkbox"/> GRGD

2. CLIENT'S STATEMENT:

3. GOOD CAUSE DETERMINATION

A. BEYOND CLIENT'S CONTROL

CLIENT PROVIDED ACCEPTABLE VERIFICATION. GOOD CAUSE
 CLIENT DID NOT PROVIDE ACCEPTABLE VERIFICATION. GO TO ITEM 3B

B. CIRCUMSTANCES NOT REQUIRING VERIFICATIONS.

BECAME HOMELESS WITHIN PAST 30 DAYS, EXHIBITS PHYSICAL/MENTAL DISTRESS, AND NO HISTORY OF HOMELESSNESS IN PAST SIX MONTHS. GOOD CAUSE

VISIBLY INCAPACITATED (DOES NOT INCLUDE BACK INJURIES, MIGRAINES, ARTHRITIS, SPRAINS, ETC.) GOOD CAUSE

* ON GR LESS THAN THREE MONTHS, DID NOT UNDERSTAND PROGRAM REQUIREMENT(S), AND HAS NOT USED THIS EXCUSE BEFORE. PROGRAM REQUIREMENT(S): _____ GOOD CAUSE
11-49/11-49M PROVIDED: PROGRAM REQUIREMENTS EXPLAINED.

* SUPERVISOR SIGNATURE: _____ DATE: _____

DOES NOT APPLY. GO TO SECTION 4

4. LACK OF ACCEPTABLE IN VERIFICATION/NEGLIGENCE

1ST INSTANCE IN THREE MONTHS. GO TO ITEM 6A
 2ND INSTANCE IN THREE MONTHS. GO TO ITEM 6A
 3RD INSTANCE IN THREE MONTHS. GO TO SECTION 5

NOTE: EACH DAY MISSED OR PORTION THEREOF COUNTS AS AN INSTANCE. CHECK PRIOR 11-67 HHSA FORMS TO DETERMINE NUMBER OF INSTANCES.

5. DM/ADM WAIVER (ONE ALLOWED IN SIX MONTH CERTIFICATION PERIOD)

A. CLIENT HAS HAD THREE INSTANCES OF "LACK OF ACCEPTABLE VERIFICATION" WITHIN THE PAST THREE MONTHS, AND THERE HAS BEEN NO WAIVER GRANTED WITHIN THIS CERTIFICATION PERIOD, AND OFFERED CONSISTENT/CREDIBLE EXPLANATION BUT PROOF IS UNOBTAINABLE. GO TO ITEM 5C

B. DOES NOT APPLY. GO TO ITEM 6B

C. DM/ADM EVALUATION
 APPROVED - NO SANCTION GO TO ITEM 6A
 DENIED - SANCTION GO TO ITEM 6B

DM/ADM SIGNATURE: _____ DATE: _____

6. FINAL DETERMINATION

A. NO SANCTION

GOOD CAUSE - DO NOT COUNT AS INSTANCE.
 ADM/DM WAIVER - DO NOT COUNT AS INSTANCE.
 LACK OF ACCEPTABLE VERIFICATION - 1ST INSTANCE
 LACK OF ACCEPTABLE VERIFICATION - 2ND INSTANCE

B. SANCTION

THREE OR MORE INSTANCES OF LACK OF ACCEPTABLE VERIFICATION.
 WILLFUL

ELIGIBLE FOR SECOND CHANCE (MAPC).

BA SIGNATURE: _____ DATE: _____

YOU HAVE A RIGHT TO A HEARING. SEE THE BACK OF YOUR NOTICE OF ACTION.

DEFINITIONS

1. **Circumstances Beyond the Recipient's Control Include:**
 - A. A medical emergency, hospitalization, doctor's appointment, personal/household illness or crisis on the day of the absence,
 - B. Incarceration, arrest, jail or required court appointments,
 - C. Prearranged job interview,
 - D. Non-receipt of computer issued initial aid when no fault of client; distance to worksite is too far to walk,
 - E. The applicant was unemployable during the assignment dates,
 - F. The applicant started a job or paid training, or
 - G. Other reasonable circumstances beyond the recipient's control.
2. **Negligence Includes:** Haste, oversight, forgetfulness, lack of attention or misunderstanding, or any other reason which does not involve a willful failure to comply.
3. **Willfulness:** Failure to comply with published and signed expectations when there was no good cause for the failure. It is an intentional refusal to comply and/or an indifferent disregard of the duty to comply with program requirements.
4. **Acceptable Verification:** Consists of written proof or a third party verification by phone of circumstances beyond the recipient's control or negligence. Third party verification must be provided by a third party and documented on an 11-14 HHSA.
5. **Lack of Standard Verification:** Two unverified instances of non-compliance with employable requirements (not to exceed one day's duration) due to circumstances beyond control or negligence will be allowed before a sanction may be imposed.
6. **Potential DM/ADM Waiver:** When the recipient's explanation of non-compliance is not verified, and the two unverified instances of non-compliance for cause have been exhausted, the DM/ADM may grant a waiver of the sanction when the following conditions exist:
 - A. No such waiver has been granted during the current certification period, and
 - B. The recipient could not have obtained verification of the circumstances, and
 - C. The recipient's explanation is both consistent and credible.